The main defects in the working of the Secretariat as noticed by the Dewan come under the following heads:-

Careless and slovenly arrangement of papers. This has been the cause of many of the files having gone astray. Some have been even mislaid and cannot be traced.

The rules relating to the stitching of the papers chronologically are not followed.

The clerks are allowed to take files from the Secretariat to their homes.

The rules regarding reminders are not followed and the work relating to the issue of reminders has become a matter of mere routine. The Superintendent never supervises the issue of such reminders nor does the Assistant Secretary check the pendency.

In a very large number of cases much unnecessary correspondence is carried on without the authority of superior Secretariat officers. Examining Statement B attached to this Note, it will be observed that except in two sections, the issues are considerably greater than receipts.

The Sus lists are not properly checked with a view to bring important files to disposal under the orders of the Secretaries concerned.

Many important subjects get mixed up with particular questions owing to the habit of linking up files which really is done with a desire to burke delays.

There is no intelligent discrimination of subject matters coming up for decision and far too much scriptory work is indulged in by all sections in the Secretariat.

The five days rule after receipt of a paper is not obeyed and the rules relating to the monthly inspection by the Secretaries concerned is not

also strictly followed.

The General and Miscellaneous Branch is susceptible of reduction. So also is the Industries and Commerce Branch.

The Local and Self-government Branch is the worst in point of efficiency in the Secretariat at present. Both the Assistant Secretary and the Superintendent will have to be warned if no immediate improvement is effected in the work of this Branch.

In spite of the fact that the Law Department now requires careful supervision, much of the work relating to this Department - specially suits and execution proceedings - is not properly supervised. The opinion files should be dealt with in a confidential manner. The Registers should be re-modelled and properly authorized as some of them are maintained without any authority and serve no useful purpose in checking arrears or watching legal proceedings in which the Government are interested.

The Palace and Political Section should be amalgamated with the Confidential Section.

The Chief Secretary will go into the whole question of the present organization of the Secretariat including the distribution of work and responsibilities among the Assistant Secretaries, distribution of the total number of Superintendents in the various sections and the number of hands now employed, and submit definite proposals for a readjustment and re-distribution of work to ensure greater promptitude and better efficiency in the Secretariat.